



KIN SANG BAPTIST CHURCH BRADBURY PRE-SCHOOL

2027–2028 Enrolment Procedure

(1) Eligibility:	Applicants for Admission to N – K3 ☆ N Class: Born from January to August 2025 * N Class children must be at least 2 years old on the date of admission. * ☆ K1 Class: Born from January to August 2024. * K1 Class children must be at least 2 years and 8 months old on the date of admission. * ☆ K2 Class: Born from January to August 2023 ☆ K3 Class: Born from January to August 2022
(2) Ways to Obtain the Application Form:	- Download from our school website: www.ksbc.edu.hk → “Admission Application Form”. - Collect in person at our school. - Request by email or fax. Application Quota: No limit on the number of application forms accepted.
(3) Submit the Application Form:	Date: School days Time: Monday to Friday (9:00a.m. – 6:00p.m.) or Saturday (9:00a.m. – 1:00p.m.) <u>Submission Methods:</u> Please submit the completed application form in person or by post. - A copy of birth certificate / passport of the applicant child, - Immunisation Record of the applicant child - One recent photo of the child (being affixed to the Form), and - Four self-addressed envelopes (9 x 4 inches), each affixed with a HK\$2.4 stamp and clearly marked with the child’s name. Application fee: HK\$40 (to be submitted together with the application form). The fee is non-refundable, regardless of the application outcome. Please submit the application fee <i>in person</i>, either in cash or by cheque together with the application form. Submit by mail: The application fee should be paid by crossed cheque, made payable to “KIN SANG BAPTIST CHURCH BRADBURY PRE-SCHOOL”. Please indicate the applicant child's name on the back of the cheque.
(4) Interview Arrangement:	- All applicant children will be invited for an interview. - The format will be either group or individual, depending on the circumstances. - A parent or guardian must accompany the applicant child during the interview. Interview Arrangement for NCS (Non-Chinese Speaking) Children Parents and children may be accompanied by a Chinese-speaking relative or friend during the interview to help with communication. If interpretation services are required, please contact us at 2455 9803 in advance.
(5) Admission Criteria:	- Interview performance. - Priority consideration will be given to: Applicants with sibling(s) currently attending Kin Sang Baptist Church Bradbury Pre-School. - Applicants whose parents are alumni of the School *All student places are long whole-day service. Higher priority will be given to applicant children with family needs. Please note that places are limited; therefore, meeting the priority criteria does not guarantee admission.

(6) Enrolment Arrangements & Important Notes on Registration Documents:	1. Our kindergarten participates in the EDB “Kindergarten Education Scheme”, and therefore only accepts children with valid registration documents. 2. For K1 admissions in 2027/28, parents should apply for the “Registration Certificate for Kindergarten Admission” from September to November 2026. 3. Application will be available from September 2026. Please visit the EDB website for details and submit the electronic application form online: “<i>Registration Certificate for Kindergarten Admission</i>”. 4. If a child is receiving education in Hong Kong but is not eligible for a “Registration Certificate”, the EDB may issue a “Kindergarten Admission Pass”. In such cases, full school fees must be paid before any subsidy is applied. <u>K1 Students:</u> i. First-Round Enrolment Parents must register at the school during 7–9 January 2027 (the centralized registration dates). They are required to submit the original “Registration Certificate” / “Admission Pass” and pay the registration fee of HK\$1,570. ii. Waiting List If there are vacancies after the first-round enrolment, applicants on the waiting list will be notified by phone to register on a specified date. They must also submit the original “Registration Certificate” / “Admission Pass” and pay the registration fee of HK\$1,570. iii. Important Notice If the parent fails to submit the original “Registration Certificate” / “Admission Pass”, the school may be unable to complete the registration. Parents are reminded to apply to the EDB for the necessary document within the designated timeframe. iv. Refund Policy The registration fee will be refunded by cheque in September 2026, when the new school year begins. If a parent wishes to withdraw after registration, a written notification must be submitted. The school will return the “Registration Certificate” / “Admission Pass”, but the registration fee will not be refunded, and the place will no longer be reserved for the child. <u>N Students:</u> i. First-Round Enrolment: Parents must follow the instructions on the <i>Notification of Enrolment</i> and register at the school on the designated date. A registration fee of HK\$1,570 is required upon registration. ii. Waiting List: If there are vacancies after the first-round enrolment, applicants on the waiting list will be notified by phone to register at the school on a specified date. The registration fee (HK\$1,570) must also be paid at that time. iii. Refund Policy: The registration fee will be refunded by cheque when the new school year begins in September 2027. If a parent chooses to give up the school place after registration, a written notification must be submitted. However, the registration fee will not be refunded, and the school will no longer reserve the place for the child.
(7) Interview Arrangements under Weather Warning Signals:	• Typhoon Signal No. 1 / Amber Rainstorm / Thunderstorm Warning: The school will remain open unless the Education Bureau announces class suspension. • Typhoon Signal No. 3, No. 8 or above: Interviews on the day will be cancelled. Postponement and further arrangements will be announced later. Parents are kindly asked to wait for updates. • Red or Black Rainstorm Warning: If the warning is issued within 3 hours before the interview time, the interview will be cancelled. Postponement and follow-up arrangements will be announced later. Safety Reminder: During any active weather warning, parents are advised to assess the situation and decide whether to travel, based on the safety of themselves and their child. Safety is always our top priority.